

College Compton Center
Introduction to Computer
CIS 13, Spring 2010
Section # 9340
Online

Instructor: Mohsen Sahebjame

Office: Vt118

Office Hours: TTH 9:30am-10:15am
4:30pm-5:00pm

Orientation: Feb 23, 12:00-1:00 and 6:00-7:00

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Mission Statement

El Camino College offers quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.

Course Purpose/Objectives:

This course is an introduction to computers and application software. It is designed as both an introduction and an entry-level overview for other Computer Information Systems classes. The class covers operating systems, computer security, application software, and hardware. Laboratory exercises focus on application software including spreadsheets, word processors, databases, presentation tools, and the use of the Internet. A programming language is used to teach design and logic.

Student Learning Outcomes:

- Given a topic, using internet browser and multiple search engines to generate appropriate information for a research paper.
- Given a set of conditions, compare and contrast the effect of Boolean logic operators. Demonstrate the use of common business software such as Word processing, Spreadsheets, Database management systems and operating system.
- Using presentation tools to create a presentation following the design and content guidelines.
- Given user need scenarios, specify various computer hardware configurations, including an explanation of operating system.
- Using a computer system as a basis, analyze system risks, perform computer maintenance, and establish computer security.
- Identify various disciplines where computers can be useful in problem solving, information retrieval, control and forecasting.
- Given a case study to analyze and design systems and implement solutions.
- Given a variety of business scenarios, analyze the use and application of computers in different environments.
- Given user scenarios for electronic communication identify appropriate hardware and software.

Required Text and Materials:

1. **Concepts Texts:** Tomorrow's Technology and You , by *George Beekman and Ben Beekman*. Pearson publishing company. (ISBN: 978-0-13-504504-6)
2. Go with Microsoft Office 2007. by Shelly Gaskin and Robert L. Ferrett. (ISBN: 0-536-43451-4)
3. **Additional Materials:** Scan-trons

Assessment Activities

The following activities will be used to assess mastery of student learning outcomes:

1. **Laboratory Activities**
2. **Computer Interactions**
3. **Homework**
4. **Exam**

Exams: three exams including a comprehensive final will be given. The exams are designed to test the students' comprehension of material in the reading assignments, as well as any additional material.

Make-up exams will be given only in rare situations and are subject to a minimum 20% penalty (at least two letters grades). It is the student's responsibility to contact the instructor PRIOR to the next class meeting if an exam is missed and a make-up exam is requested.

1. **Grading:** Letter grades will be determined based on the percentage of possible points earned during the semester, as outlined below.

Exam 1:	100
Exam 2:	100
Exam 3:	100
Assignments:	500
Participation:	200
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Total	1000 Points

Point System: 1100 total assigned points

A >=900

B >=800

C >=700

D >=600

*****Online Assignments*****

NOTE: These assignments require the use of a computer. Computer-based assignments can be completed on campus in Business Skill Lab VT 212A M –F 8:00 am – 4:30 pm or at home if you have a PC with the appropriate software.

www.prenhall.com/beekman

Step 1: Web page click on Companion Website link.

Step 2: At top of page chapters 1-15 clicks on chapter 1.

Step 3: Left side of web page click on Online Study Guide to begin complete exercises for each chapter then email the results.

To do the Microsoft Office book assignments, refer to the syllabus and do the assigned assignments and e-mail them to me. You do not need the access code or anything else, if you have the book with the CD.

Course Policies:

Attendance

Regular attendance is expected of every student. A student may be dropped when the number of hours absent exceeds the number of units assigned to the course.

However, it is ultimately the responsibility of the student to officially drop the class. This rule also applies to excessive absences due to illness or medical treatment. Students who have been absent due to illness or medical treatment must explain the absence directly to the instructor.

- **Assignments Descriptions:** All assignments are due at the beginning of class on the due date. Late assignment will be penalized 10% per day. No exceptions are made.
- **Academic Dishonesty:** Plagiarism and cheating are serious violations of school policy and will not be tolerated. Cheating on an exam or assignment will result in receiving a zero for the entire exam or assignment and can lead to expulsion from the class.
- **Need for Assistance:** Please notify the instructor during the first week of class if any special accommodations are needed due to physical or learning disability.

Week	<u>Date</u>	<u>Tomorrow's Tech. and You</u>	Microsoft Office System 2007 Open files from Student CD Rom Assignments To Submit
1		Read Chapter 1 and do T/F, Multiple Choice, Review and discussion Question.	Word Ch 1 Complete and submit projects 1C and 1D
2		Read Chapter 2 and do T/F, Multiple Choice, Review and discussion Question.	Word Ch 2 Complete and submit projects 2C and 2D
3		Read Chapter 3 and do T/F, Multiple Choice, Review and discussion Question.	Word Ch 3 Complete and submit projects 3C and 3D
4		Read Chapter 4 and do T/F, Multiple Choice, Review and discussion Question.	PowerPoint Ch1 Complete and submit projects 1C and 1D
5		Read Chapter 5 and do T/F, Multiple Choice, Review and discussion Question.	PowerPoint Ch1 Continues Complete and submit projects 1C and 1D
		Read Chapter 6	PowerPoint Ch2

6		and do T/F, Multiple Choice, Review and discussion Question.	Complete and submit projects 2C and 2D
7		Exam 1 on April 1, 2010	Test questions will be online at www.csulb.edu/~msahebjame for 24 hours and the answers MUST be e-mailed to me by 12:00am on 4/2/2010
8		Read Chapter 7 and do T/F, Multiple Choice, Review and discussion Question.	Excel Ch1 Complete and submit projects 1C and 1D
9		Read Chapter 8 and do T/F, Multiple Choice, Review and discussion Question.	Excel Ch1 continues Complete and submit projects 1C and 1D
9		Read Chapter 9 and do T/F, Multiple Choice, Review and discussion Question.	Excel Ch2 Complete and submit projects 2C and 2D
10		Read Chapter 10 and do T/F, Multiple Choice, Review and discussion Question.	Excel Ch2 continues Complete and submit projects 2C and 2D
11		Read Chapter 11 and do T/F, Multiple Choice, Review and discussion Question.	Excel Ch3 Complete and submit projects 3C and 3D
12		Exam 2 on 5/6/2010	Test questions will be online at www.csulb.edu/~msahebjame for 24 hours and the answers MUST be e-mailed to me by 12:00am on 5/7/2010
13		Read Chapter 12 and do T/F, Multiple Choice, Review and discussion Question.	Access Ch 1 Complete and submit projects 1C and 1D
13		Read Chapter 13 and do T/F, Multiple Choice, Review and discussion Question.	Access Ch 1 Complete and submit projects 1C and 1D
14		Read Chapter 14 and do T/F, Multiple Choice, Review and discussion Question.	Access Ch2 Complete and submit projects 2C and 2D
14		Read Chapter 15 and do T/F, Multiple Choice, Review and	Access Ch2 Complete and submit projects 2C

		discussion Question.	and 2D
		Chapter 15 continues	
15		Review	
16		Final Exam on 6/7/2010	Final Exam questions will be online at www.csulb.edu/~msahebjame for 24 hours and the answers MUST be e-mailed to me by 12:00am on 6/8/2010